



Associate or Assistant Programme Director (Mobility Programmes)

POSITION OVERVIEW

Department	Any
Location	London, Devon House (St Katherine Docks)
Term	Full-time; Permanent
Salary	£38,000-£42,000 per annum
Benefits	Generous benefits package including 25 days holiday allowance pro rata (plus Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	As soon as possible

The role

The New College of Humanities at Northeastern wishes to appoint an (Academic) Associate or Assistant Programme Director for Mobility Programmes. The appointee will work closely with the Programme Director and others to assist with the academic delivery of current mobility (study abroad) programmes, including NU.in, NU Bound, Global Quest and Semester in London..

Acting as a communicator and mobility point person for academic advisors and individual students on the programme, the successful candidate will:

- Support the planning, delivery and review of all NCH London mobility programmes.
- Contribute to orientations and other programme-related events and opportunities as appropriate.
- Develop and maintain good working relationships with the NCH Academic Advisors.
- Act as the mobility liaison for NCH Academic Advisors on programme-related matters.
- Assist the Programme Director in overseeing the academic experience of students on the programme, by welcoming and inducting them before the start of the semester as well as by holding weekly Associate or Assistant Programme Director office hours.
- Assess and act upon student concerns about programme-related issues, escalating any

wide ranging concerns to the Programme Director.

- Report on the performance of programmes to the Programme Director.
- Assist the Programme Director to monitor and evaluate the effectiveness of academic programmes.
- Deputise for the Programme Director as needed.
- Participate in teaching and scholarship activities in any Faculty (envisaged at 20% by the second year in post) commensurate with the role.
- Uphold and promote equality, diversity, and inclusion across all aspects of the role.
- Other activities commensurate with the role.

We particularly encourage applications from those with an interest in innovative teaching, learning and assessment; those with experience of supporting a wide variety of students; and those belonging to groups underrepresented in UK higher education. We are open to appointing on a reduced fraction/job-share basis subject to our business needs.

About the College

Founded in 2012, New College of the Humanities has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the College has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. NCH continues to grow further expanding its student cohort, courses, network and opportunities.

Additional Information

Enquiries

Informal enquiries may be made to Dr Riyukta Raghunath at riyukta.raghunath@nchlondon.ac.uk. However, all applications must be made in accordance with the application process specified.

Application Process

Applications should be made via [this link](#) by 20:00 on 30 June 2022. Please reference your application "**APD522**".

Please ensure that your application includes a CV and [dossier](#) (alternatively, an equivalent cover letter) that sets out concisely and in ways relevant to this role: (a) your achievements and

challenges in the last 12-months, and in your career to-date, in education; (b) what your priorities would be in performing the advertised role; (c) what your objectives are for your future career; (d) a statement of your approach to education. You may use bullet points if you wish. You can consult our academic job description [here](#).

Participation in the equal opportunities section is encouraged, but voluntary. Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Person Specification Criteria

- PhD and/or appropriate qualifications
- Demonstrable experience of learning, teaching, pedagogy and scholarship in areas relevant to the Programme(s). STEM subject experience is desirable but not essential
- Experience of mobility programmes or study abroad and an international student-body
- Evidence of excellent communication and interpersonal skills
- Excellent IT skills and evidence of supporting the integration of technologies into learning, teaching and scholarship
- Experience of designing effective academic provision which delivers integrated curricula and assessment, ideally within a programme setting
- The ability to engage confidently and competently with academic and wider professional communities and the willingness to participate in engagement activities which develop the reputation of the relevant programme within the sector
- Experience of active contribution to academic administration including an understanding of the regulations, guidelines and/or codes of practice which relate to the role, and the implications of non-compliance
- Working knowledge of the work of others inside/outside of the University relevant to the subject area and/or programme
- Proven ability to foster and embed a strong student-focused culture in a programme
- Collaborative; constructive; a strong communicator
- Flexible and pragmatic, but with an eye for detail